16th November 2020

Ernest Mamba

1 Vrede Avenue
Unit 17 Epsom Terrace
Bryanston, Sandton

Dear **Ernest,**

OFFER OF EMPLOYMENT

It gives MICRO TO MAINFRAME (PTY) LTD great pleasure to offer you the permanent position of *DevOps Engineer* with effect from **1st February 2021.** This offer is subject to the terms and conditions set out in MICRO TO MAINFRAME (PTY) LTD's conditions of employment summarised and outlined for you in this document. Your contract of employment will follow.

This offer is conditional on you giving consent to and confirmation of external Background Clearance Checks, which includes but is not be limited to, ITC Credit, AFIS Criminal (by fingerprint) and Qualifications.

RESPONSIBILITIES

As a **DevOps Engineer**, you will be responsible to the Micro to Mainframe appointed direct report and, when on a client's site, the **client appointed manager on the respective project**, in the absence of which the Operations Manager, in respect of any duties that you will be required to perform by MICRO TO MAINFRAME (PTY) LTD management. A detailed job description will be provided to you.

PLACE OF WORK

Your normal place of work will be, when assigned to a project, at the client's premises; however, you may be required to work at various other places as may reasonably be necessary for operational reasons.

WORKING HOURS

Normal working hours are usually 8 hours per day, Monday to Friday. Starting times and ending times will be determined by the client's business hours of the project that you are assigned to and as agreed to with your direct report. Meal intervals are determined by the operational requirements of the project and vary between 30 to 60 minutes.

Employees may be requested to work overtime from time to time as per the operational requirements of MICRO TO MAINFRAME (PTY) LTD and MICRO TO MAINFRAME (PTY) LTD's clients.

The current situation of working from home will change the exact nature of these WORKING HOURS.

REMUNERATION

Your gross hourly rate represents the total cost of employment to MICRO TO MAINFRAME (PTY) LTD.

As **DevOps Engineer**, your gross hourly rate will be **R 480.77 per hour (Four Hundred and Eighty Rand and Seventy-Seven Cents)**. Based on the assumption that you work the available working hours per month plus paid annual leave, public holidays and sick leave (i.e. A total of 2080 hours per annum), this rate equates to an annual salary package of **R 1,000 000.00 (one million Rand per annum)**.

The amount is payable monthly in arrears, into an account with a South African financial institution of your choice.

Please note that Micro to Mainframe payroll dates run from the 21st of the previous month to the 20th of the next month, i.e. if you join us on the 1st of the month, you will be remunerated from the 1st to the 20th of that month and then from the 21st of the month to the 20th of the following month. Pay date is normally the 25th of each month, but not later than the 27th of each month.

Your remuneration will be reviewed annually in terms of MICRO TO MAINFRAME (PTY) LTD's Performance Management System and you will be eligible for a rate increase after 12 months of employment, thereafter as per the annual performance appraisal cycle.

Micro to Mainframe does not offer medical aid or a pension / provident fund at this stage and the employee would have to make personal arrangements in this regard.

DEDUCTIONS

The following deductions will be made from the employee's monthly salary payments:

- Employees' tax — PAYE
- Unemployment Insurance Fund

Director DH Beling
Co. Reg.: 1982/009065/07

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PERFORMANCE MANAGEMENT

Your direct report will review your performance with reference to MICRO TO MAINFRAME (PTY) LTD's Performance Management System in which you are expected to participate. With respect to general performance standards, MICRO TO MAINFRAME (PTY) LTD will be entitled to review and make reasonable changes to these performance standards from time to time for operational reasons.

TRAINING & DEVELOPMENT

As an employee of Micro to Mainframe, a personalised Career Development Program will be designed for you mapping out your career path in detail and specifying development strategies including mentoring and competency development to ensure that we maximize your potential.

ANNUAL LEAVE

You will be entitled to **15 days of annual leave**. Your leave entitlement is detailed in the employment contract.

PROBATION PERIOD

Your appointment is subject to the satisfactory completion of a **3 (three) month probationary period**, during which your suitability for continued permanent employment will be assessed.

RULES AND REGULATIONS

You will be required to observe and be subject to the rules, policies and procedures of MICRO TO MAINFRAME (PTY) LTD as issued from time to time. You will be subject to the disciplinary code and procedure applicable to all MICRO TO MAINFRAME (PTY) LTD employees as amended from time to time and may be subject to disciplinary sanctions including verbal warnings, written warnings, final written warnings and dismissal for misconduct.

RESTRAINT OF TRADE

Due to the nature of the MICRO TO MAINFRAME (PTY) LTD business, all employees are required to agree to and sign a Restraint of Trade. This document will be handed to you with your Contract of Employment.

CLIENT CONFIDENTIALITY

Due to the nature of the information you will have access and exposure to and in the interest of protecting our client's interests, you will be required to sign a Client Confidentiality agreement. This document will be handed to you with your Contract of Employment.

ACCEPTANCE OF OFFER

Your acceptance of the employment with MICRO TO MAINFRAME (PTY) LTD will be indicated by your signing and returning of this letter of offer to MICRO TO MAINFRAME (PTY) LTD (Talent Acquisition Consultant) no later than one week from date of receipt of this letter. Your signature will indicate that you have read, understood and accepted the terms and conditions of employment.

If you have any queries, please do not hesitate to contact any of the Executive Team. We look forward to welcoming you.

Yours sincerely,
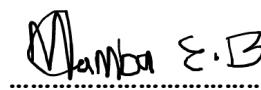
Derrick Beling

Managing Director

EMPLOYEE'S ACCEPTANCE:

I, **Ernest Mamba**, accept the above terms and conditions.

Signed at …………………..………… Protea Glen (Soweto) on this the …20…….. day of November 2020.

EMPLOYEE'S SIGNATURE ……………………………

TITLE	Offer Letter for Ernest Mamba
FILE NAME	Offer Letter Erne...16 Nov 20209.docx
DOCUMENT ID	bf3ffe7b30fa3b3b5855883cdc5ea6d3d36b4552
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Document History

SENT

16 / 11 / 2020
16:14:05 UTC+2

Sent for signature to Ernest Mamba (fistozz.mamba@gmail.com)
from dhb@mtom.co.za
IP: 41.113.34.43

VIEWED

16 / 11 / 2020
16:19:39 UTC+2

Viewed by Ernest Mamba (fistozz.mamba@gmail.com)
IP: 41.13.18.32

SIGNED

20 / 11 / 2020
00:42:33 UTC+2

Signed by Ernest Mamba (fistozz.mamba@gmail.com)
IP: 41.13.16.175

COMPLETED

20 / 11 / 2020
00:42:33 UTC+2

The document has been completed.